

Individual Provider Background Check, Training & Certification Requirements

It is important that you understand and take the following steps to meet the fingerprint based background check, long term care (LTC) worker training and home care aide certification requirements for LTC workers.

Step 1

Complete a Fingerprint Background Check

The fingerprint background check process is started when you begin the contracting process with DSHS. You need the OCA number you are assigned from your background check to complete Step 3.

Get more information



Visit www.adsa.dshs.wa.gov/professional/training and click on “Background Checks”.

Step 2

Register and Take Any Required Training

Take any required training through the SEUI 775 Training Partnership (TP). Use the TP’s *Training Wizard: What Training Do I Need?* to know what training you must take. Many workers must take:

- 2 hours of orientation and 3 hours of safety training prior to your service begin date.
- 70 hour of basic training within 120 days from service begin date.

You must complete all of your required 75 hours of training to apply for the certification exam. (Step 3) Remember—you have 120 days to complete this training. If you don’t meet this deadline, your payment will be terminated as an IP.

Get more information

Call the TP Member Resource Center at **1-866-371-3200** to register for training, OR



Log-on at www.myseiubenefits.org

Apply for Home Care Aide Certification

If you must complete 70 hours of training (Option E from the Training Wizard), you must become a certified home care aide (HCA) within 150 days of your service begin date. If you are **not** required to take 70 hours of training, you can apply to become certified if you choose.

The Department of Health (DOH) oversees HCA certification. The first step in becoming certified is to apply to the DOH for certification. This is done with a *DOH Home Care Aide Certification Application*.

Submit your DOH HCA Certification Application to the DOH. Send in the required \$60 application fee with your application. It can take four to six weeks to process your application—so get it in without delay.

You will need the OCA # assigned through the background check process for this application.

Get more information



Download a copy of the *HCA Certification application* at www.doh.wa.gov/LicensesPermitsandCertificates.aspx (click on Professions—New, Renew or Update)

Step 3

Apply to Take the HCA Certification Exam

A company called Prometric administers the HCA exam. As soon as you complete your required training, apply to take the HCA written and skills exam by submitting an *Exam Application Form For Washington State Home Care Aide Examinations*.

Submit your Exam Application to Prometric immediately after completing your 75 hours of training. There is a \$115 exam application fee that you must send to Prometric with your completed application. You will also need to send copy of your signed DSHS 75 hour training certificate.

Get more information



Download a copy of the *Exam Application Form* at www.prometric.com/WADOH/

Find more information on this site about how to apply to take the exam, see test question examples, and what happens on test day.